

**Present:** Court Booth, Laurie Hunter, Tracey Marano, Eva Mostoufi, Dorothy Presser (MASC), Jared Stanton, Ian Rhames

1. **Call to Order** – Mr. Booth called the meeting to order at 10:02 AM via Zoom. Roll call attendance was taken: Booth, aye; Marano, aye; Mostoufi, aye.
2. **Vote to Approve Minutes** – A motion was made by Ms. Marano, seconded by Ms. Mostoufi, to approve the minutes from 11.19.21. The motion was approved by call: Booth, aye; Marano, aye; Mostoufi, aye.
3. **Policies Reviewed:**

**Facility Fees.** Mr. Booth stated that he is currently working with the Business Office on facility fees. He stated that the Business Office would like to communicate out the change to the fee schedule as a courtesy to summer users to help them plan accordingly. He suggested that the first round of summer requests be submitted to Ripley by the end of January for the first round of summer use consideration. Ms. Marano noted that she received guidance from the Ethics Commission, as suggested by Ms. Presser at the previous meeting, stating that there is no conflict and that she can participate, noting that she would never rent on behalf of her organization while a School Committee member.

The subcommittee discussed the proposed user fees, custodial rates and the proposed frequent user/volume discount: 15% reduction for 25 hours usage in a single transaction and 25% reduction for 50 hours or more. Mr. Stanton stated that the Athletic Director has suggested looking at the tennis court fee again after a possible scoreboard is added.

**File KF – Community Use of School Facilities.** Mr. Booth stated that the MGL references were accurate in this policy and that some housekeeping was necessary to update the policy. The subcommittee reviewed Acton-Boxborough's facility policy to use as a model for updating the district's policy.

**Sustainable Fleet.** Mr. Booth stated that the district does not currently have a sustainable fleet policy, but the Town of Concord references such a policy within its current policy. Ms. Presser noted that she only knows of a few other districts that have sustainable fleet policies, noting that they were all very similar. Mr. Rhames noted that he believes the Town of Concord is working on a more specific policy. After discussion, the subcommittee agreed to take the current town policy and Hamilton Wenham's policy and work with the town's new Sustainability Director and Mr. Stanton and/or Mr. Rhames on a first draft of a policy.

The subcommittee agreed to discuss the Athletic Concussion policy at the next meeting and have someone from the Athletics Department and/or Nurse's office attend as well.

A meeting on January 6, 2022 at 10:00 AM was added to finalize facility fees. The January 13<sup>th</sup> meeting will be held to discuss sustainable fleet and concussions.

4. **Adjournment** - A motion was made by Ms. Marano, seconded by Ms. Mostoufi, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 11:18 AM.

Respectfully submitted,  
Erin Higgins

Approved: 1.6.22